**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pd: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**True/False**

**Circle T if the statement is true or F if the statement is false.**

**T F 1.** A page height that is larger than the page width is characteristic of portrait orientation.

**T F 2.** In Word, the default margin size is 1.5 inches for the top, bottom, left, and right margins.

**T F 3.** Columns are blank spaces on the sides, top, and bottom of a document.

**T F 4.** Paper size refers to landscape or portrait orientation.

**T F 5.** Widow/Orphan Control is on by default.

**T F 6.** A column break moves text from one column to the next.

**T F 7.** Use Widow/Orphan Control to keep all lines of a paragraph together on the same page.

**T F 8.** Word considers a heading a paragraph.

**T F 9.** A continuous section break starts the new section on the next page.

**T F 10.** A page break is the location

**Multiple Choice**

**Select the best response for the following statements. Place the correct answer on the blank beside the question number.**

**\_\_\_\_\_ 1.** What is the term for the last line of a paragraph when it is left alone at the top of a page?

**a.** Orphan

**b.** Widow

**c.** Widow/Orphan Control

**d.** Keep Lines Together

**\_\_\_\_\_ 2.** What is the fi rst line of a paragraph that is left alone at the bottom of a page called?

**a.** Widow

**b.** Orphan

**c.** Widow/Orphan Control

**d.** Keep Paragraphs Together

**\_\_\_\_\_ 3.** Pressing **Ctrl+Enter** produces what?

**a.** A section break

**b.** A next page break

**c.** A page break

**d.** A continuous break

**\_\_\_\_\_ 4.** Which of the following is used to create layout or formatting changes in a portion of a document?

**a.** Section break

**b.** Page break

**c.** Next Page break

**d.** Text wrapping

**\_\_\_\_\_ 5.** Which would be used to move vertical blocks of text from the bottom of one block of text to the top of the next block of text (on the same page)?

**a.** Column breaks

**b.** Section breaks

**c.** Two columns

**d.** Three columns

**\_\_\_\_\_ 6.** Which of the following inserts an empty page at the insertion point?

**a. Shift+Enter**

**b. Alt+Enter**

**c.** Blank Page command

**d.** Page Break command

**\_\_\_\_\_ 7.** Which of the following displays the Columns dialog box?

**a.** Columns button

**b.** More Columns command

**c.** Right-click

**d.** All of the above

**\_\_\_\_\_ 8.** Which of the following is used to keep two adjacent words on the same line?

**a.** Keep lines together

**b.** Keep paragraphs together

**c.** Nonbreaking space

**d.** Nonbreaking hyphen

**\_\_\_\_\_ 9.** Hyphens are used to:

**a.** join words.

**b.** separate syllables.

**c.** break single words into one word.

**d.** All of the above

**\_\_\_\_\_ 10.** Which of the following is true of the Manual Hyphenation command?

**a.** It automatically stops at a word and asks you to decide where to hyphenate.

**b.** It hyphenates words automatically.

**c.** It does not allow hyphenating on any words.

**d.** None of the above.